



DAYTON  
METRO  
LIBRARY

Request For Proposal  
Window Cleaning

Facilities Department  
Dayton Metro Library

Proposal 2021-101

January 14, 2021

Request for Proposals  
Window Cleaning Services  
Dayton Metro Library

Dear Proposer,

The Dayton Metro Library (hereinafter referred to as the "DML" or the "Library") is requesting proposals from a qualified public entity or private firm, to establish a contract to provide window cleaning services at its Main Library, Operations Center, and seventeen (17) Branch locations. The service provider must be reputable and capable of furnishing required materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, labor and supervision necessary to provide superior window cleaning services for DML's as defined in this RFP document. The intent in soliciting proposals is to obtain a quality and qualified contractor and to allow for a competitive process of quoting for window cleaning services.

To be considered as responsive, proposers must respond to this solicitation in accordance with the requirements, specifications, commercial terms, and provisions as described and set forth herein. Proposals must embrace a concept that the successful proposer will satisfy all of the objectives and service specifications in the most cost-effective and efficient way possible as outlined in this document.

The term is expected to be for two (2) years with a two-year extension if agreed to by both parties.

1. COMMUNICATIONS REGARDING THIS RFP:

Please direct all communications for this project to:

Angela Peterson, Facilities Manager

120 S. Patterson Blvd.

Dayton, Ohio 45402

Telephone: 937-496-8704

Email: [apeterson@daytonmetrolibrary.org](mailto:apeterson@daytonmetrolibrary.org)

All communications, comments, or questions concerning this RFP must be submitted in writing. The deadline for questions is noon on January 22, 2020. All responses will be posted on the library's website no later than the end of business on January 22, 2020 under "Current RFPs".

A complete copy of this RFP and any additional documentation can be found at the Library's website at:

<http://www.daytonmetrolibrary.org>

2. RFP SCHEDULE:

This Proposal will have the following schedule:

Release of RPF	January 14, 2021
Mandatory Pre-Bid Meeting at Main Library	January 21, 2021
Deadline for questions <b>by noon</b>	January 22, 2021
Responses posted on the DML website	January 22, 2021
Proposals are Due <b>by noon</b>	January 29, 2021
Proposals Evaluation Completed	February 1, 2021
Announcement of Award	February 5, 2021
Start Date	February 7, 2021
Term	2 years with option for an additional 2 years

The **Mandatory** pre-proposal meeting will be held in the Bassani Theater at the Main Library at 215 East Third Street, Dayton, Ohio 45402. Building plans will be available to view. Questions concerning the RFP will be answered. Specific questions related to this RFP must be sent to the email above. Please limit your representatives to no more than two people per company.

3. PROPOSAL SUBMISSION:

All proposals must have two original signed proposals submitted in a sealed envelope addressed and delivered to:

Dayton Metro Library  
Attn.: Angela Peterson  
Ref.: Window Cleaning  
215 E. Third Street  
Dayton, Ohio 45402

Proposals shall be signed by an officer of the company who has binding authority. Sealed proposals must be received by noon, Friday, January 29, 2021. Emailed or faxed submissions will not be accepted. Proposals received after this day and or time will not be considered. It is the responsibility of the proposer to deliver the proposal in a timely manner.

Dayton Metro Library (DML) reserves the right to reject any and or all proposals, waive irregularities in the proposal and accept the proposal(s) that it sees is in the best interest of DML. DML reserves the right select a successful proposer on the basis of the proposal received without seeking clarification from the proposer.

Upon review of the proposals, DML will award the contract based on lowest and best price.

DML does not guarantee that any contract will be awarded as a result of this RFP. Should a contract be awarded but not executed, DLM may or may not attempt to re-award a contract to any other proposers.

All local, state and federal laws governing this RFP will be followed.

4. PROPOSAL CONTENT:

All brochures and supplemental documentation shall be included in each set of proposals submitted. Any incomplete proposals will be considered non-responsive. Each vendor is required to submit the following:

- Letter of Interest. The proposer shall submit a letter of interest to DML for window cleaning services. This letter should briefly summarize the company's willingness to perform services listed in this RFP. The letter shall be signed by a binding agent of the company.
- Proposer's information including but not limited to address, contact name, phone number, form of ownership, years in business, etc.
- A list of any current litigation the company is engaged in.
- References. A minimum of three references. This should include contact names and verified, working phone numbers. References must be commercial references and similar to the size of DML buildings.
- Statement of exceptions. Provide a statement of exceptions to any part of this RFP.
- Proposal Response.

5. BACKGROUND:

Dayton Metro Library is seeking a well-qualified window cleaning firm to provide comprehensive window cleaning services for 19 of its buildings across Montgomery County. Fourteen buildings have been completely renovated or are brand new since 2012. The last five locations will be replaced with four new buildings in the next three to four years. Madden Hills and Westwood will combine to West opening in late 2021. The new Burkhardt location is scheduled to open in early 2022. Northmont will be opening in early to mid 2022. Huber Heights is still to be determined.

Madden and Westwood will close in the third quarter of 2021. The existing Burkhardt and Northmont buildings will close in Early 2022. Building plans for the new locations will be at the pre-bid meeting so that costs for these can be submitted with this RFP.

#### 6. SCOPE OF SERVICES – STANDARDS AND SPECIFICATIONS

The Dayton Metro Library (DML) is looking for a well-qualified, highly experienced and professional firm to perform full service window cleaning services for all DML buildings. This agreement must be all inclusive (labor, material, equipment and/or trip charges).

Prior to submitting a proposal for services, the proposer must have at least five complete and consecutive years of experience in the window cleaning industry and have held contracts for buildings of a similar size and design as DML's properties.

Please submit a list three positive references of companies/organizations for which the proposer provides similar services for comparable buildings. These services must have been within the last five years.

Each reference shall include the following information:

- Company name, address, current contact and verified working phone number
- Location of services if different from company information above.
- Terms of your contract.
- Square footage of location serviced and type of facility
- Type of services provided

#### 7. REQUIRED MINIMAL QUALIFICATIONS:

- A. The Contractor must comply with all Federal, State and local regulations.
- B. The Contractor must have reasonable tools and or supplies on hand to perform all work required by this contract
- C. As work is performed, it must follow all federal, state and local codes, standards and safety requirements.
- D. It will be the responsibility of the Contractor's service personnel to check in at each building with the manager on duty prior to starting work. An itemized work ticket will be sent to DML's Maintenance Manager no later than noon the following day the work was performed. This must be an electronic or otherwise legible copy of the work ticket. The minimum information on the work ticket will include the date of service, location, who performed any work, any damage found, and any additional notes applicable to the visit. The work ticket must be signed by the technician providing service.

8. SERVICES PROVIDED

Contractor will provide the following services for all DML active buildings as a part of Exhibit A. Inactive buildings will not be serviced.

Contractor will clean the interior and exterior of all exterior windows and doors/door systems; and the interior and exterior of all secondary internal sliding glass entry systems at all locations listed under Exhibit A. Windows will be washed, rinsed, dried so they are streak free, and window sills wiped down.

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EXHIBIT A

DML Active Buildings:

Brookville:  
120 Blue Pride Drive  
Brookville, Ohio 45309

Burkhardt:  
4680 Burkhardt Avenue  
Dayton, Ohio 45431

Electra Doren:  
701 Troy Street  
Dayton, Ohio 45404

Huber Heights:  
6160 Chambersburg Road  
Huber Heights, Ohio 45424

Kettering Moraine:  
3496 Far Hills Avenue  
Kettering, Ohio 45429

Madden Hills:  
2542 Germantown Street  
Dayton, Ohio 45417

Main:  
215 E Third Street  
Dayton, Ohio 45402

Miami Township:  
2718 Lyons Road  
Miamisburg, Ohio 45342

Miamisburg:  
545 East Linden Avenue  
Miamisburg, Ohio 45342

New Lebanon:  
715 West Main Street  
New Lebanon, Ohio 45345

Northmont:  
333 W. National Road  
Englewood, Ohio 45322

Northwest:  
2410 Philadelphia Drive  
Dayton, Ohio 45405

Operations Center  
120 South Patterson Blvd  
Dayton, Ohio 45402

Southeast:  
21 Watervliet Ave.  
Dayton, Ohio 45420

Trotwood:  
651 E. Main Street  
Trotwood, Ohio 45426

Vandalia:  
330 S. Dixie Drive  
Vandalia, Ohio 45377

West Carrollton:  
300 E. Central Avenue  
West Carrollton, Ohio 45449

Westwood:  
3207 Hoover Avenue  
Dayton, Ohio 45402

Wilmington Stroop:  
3980 Wilmington Pike  
Kettering, Ohio 45429

## Exhibit B Cost

	Annual cost if cleaned quarterly	Annual cost if cleaned semi annually
Brookville		
Existing Burkhardt		
Future Burkhardt		
EC Doren		
Huber Heights		
Kettering Moraine		
Madden Hills		
Main		
Miami Township		
Miamisburg		
New Lebanon		
Existing Northmont		
Future Northmont		
Northwest		
Operations Center		
Southwest		
Trotwood		
Vandalia		
Future West		
West Carrollton		
Westwood		
Wil-Stroop		
Total		